ANNUAL REPORT
of the Board of Trustees
for the year 1987

Public Archives of Nova Scotia

89-05922/

REPORT OF THE BOARD OF TRUSTEES OF THE PUBLIC ARCHIVES OF NOVA SCOTIA For the Year 1987

To His Honour

The Honourable Lloyd R. Crouse, P.C.
Lieutenant Governor of Nova Scotia

May it please Your Honour:

I have the honour to submit the report of the Provincial Archivist to the Board of Trustees of the Public Archives of Nova Scotia for the year 1987, together with a statement of receipts and disbursements for the period April 1, 1987 to March 31, 1988.

Respectfully submitted

John M. Buchanan

John M. Buchanan
Premier

BOARD OF TRUSTEES

PUBLIC ARCHIVES OF NOVA SCOTIA

The Honourable Lloyd R. Crouse, P.C.
Lieutenant Governor of Nova Scotia
Government House
Halifax, Nova Scotia
B3J 1Z2

The Honourable John M. Buchanan, P.C., Q.C.
Premier of Nova Scotia
P.O. Box 726
Province House
Halifax, Nova Scotia
B3J 2T3

The Honourable Lorne O. Clarke
Chief Justice of Nova Scotia
The Law Courts
1815 Water Street
Halifax, Nova Scotia
B3J 3C8

Mr. Vincent J. MacLean, M.L.A.
Leader of the Opposition
P.O. Box 723
Halifax, Nova Scotia
B3J 2T3

Dr. Howard C. Clark
President
Dalhousie University
Halifax, Nova Scotia
B3H 4H6

Dr. Louis W. Collins
6443 London Street
Halifax, Nova Scotia
B3L 1X5

Professor Anthony A. MacKenzie
Department of History
Saint Francis Xavier University
Antigonish, Nova Scotia
B2G 1C0

Dr. Peter B. Waite
Department of History
Dalhousie University
Halifax, Nova Scotia
B3H 4H6

Carman V. Carroll
Provincial Archivist

Carman V. Carroll

Mrs. Marjorie McElmon
Executive Secretary

Marjorie McElmon

CONTENTS

Introduction 8

Manuscript Division 13

Public Records Division 28

Library 34

Photographs and Documentary Art 38

Map Collection 42

Film and Sound Division 46

Staff Activities 56

Public Service Statistics 64

Financial Statements 67

INTRODUCTION

PLANNING

A three day planning session was held in January to identify major goals and priorities for the next several years. Utilizing input from all staff we reviewed many aspects of our operations. I believe the exercise was a profitable one and it directed our activities throughout the year. We expect to evaluate and adapt the planning document on an annual basis in an effort to ensure proper use of the resources at our disposal.

One priority area identified was the development of standards in archival arrangement and description. This is required to provide maximum control over our holdings at all times and to allow maximum access to the information in these holdings.

Our planning exercise coincided with the Government of Nova Scotia's review of programs. As an agency of the Province of Nova Scotia, we were required to submit our three year action plan as part of the fall budget exercise and to tie our requirements to the Government's strategic priorities.

BOARD OF TRUSTEES

Our Board of Trustees met twice this year to consider the collective agreement, our planning document and other matters of concern to our operations. At our January meeting, the Chairman of the Board, the Honourable Alan R. Abraham unveiled a plaque commemorating the longtime contribution of the Royal Nova Scotia Historical Society to the Archives. Dr. Louis Collins, President of the Society and also a member of our Board, represented the Society at the ceremony.

COLLECTIVE AGREEMENT

The Archives negotiated a three year agreement with our staff, retroactive to April 1986. The terms and conditions were similar to those received by the Province's civil servants. In addition to the pay provisions the agreement provided substantial changes to the dental and medical plan. The agreement runs through to March 1989.

BUILDING IMPROVEMENTS

There were several significant improvements this year. The Department

of Government Services provided shelving for the last major space available to us in this building. Measuring some 5,000 linear feet, this space will provide sufficient space for several years and we must now begin planning for our future needs. As the acquisition of public records increases we will soon be filled to capacity.

The exterior brick facing of our building received a substantial face-lift to correct problems identified several years ago. Workmen spent about five months replacing a portion of the brick, installing supports for the brick, repairing windows and putting in additional insulation. These improvements should ensure that maximum environmental protection is provided for our valuable holdings.

1621 CHARTER

The 1621 Charter, Nova Scotia's "birth certificate", was unveiled by Premier John Buchanan in a ceremony in August. The document was restored by Parks Canada in Ottawa and it is now on display in a specially constructed room at the Fort Anne National Historic Park in Annapolis Royal.

TOURISM

The Department of Tourism provided four students through the Provincial Employment Program for the summer period as part of its extensive promotion of the International Gathering of the Clans. This was very helpful to us and we look forward to future joint initiatives with the department and the Genealogical Association of Nova Scotia. Clearly there are advantages to advertising archives as attractions for tourists, for genealogical and other research purposes. However it cannot be done without considering the subsequent impact on the archives. Additional resources must be available to handle the increasing number of researchers. We appreciated Tourism's cooperation this year. The recently announced realignment of government portfolios places Tourism and Culture together as a single ministry and we look forward to participating in those matters of interest to the Archives.

EXTERNAL SUPPORT FOR OUR PROGRAM

The divisional reports detail the support we received from a number of government agencies and other organizations. These programs are vital to our operation particularly since our full-time staff complement has not increased for a number of years.

The Archives received close to $50,000 from the Canadian Council of Archives (CCA) to process some of our backlog. During the year the Masonic and Supreme Court projects as well as the Muriel Duckworth collection were completed. The Dr. Helen Creighton project continued throughout the year and work began on the Wallace MacAskill Photographic collection. A pilot project to select and arrange the City of Halifax Engineering and Works files was completed. The Archives is responsible for matching the CCA's contribution in this program.

We also received CCA funding to have a student from the University of British Columbia's Masters in Archival Studies program complete his practicum with us this summer. The Department of Culture, Recreation and Fitness, the Department of Development as well as Premier John Buchanan provided direct assistance for specific programs throughout the year. We are indeed grateful to everyone for their support. Our staff also deserves credit for seeking out these sources of support.

ACQUISITIONS

We are extremely indebted to those many individuals and organizations who donated collections to us throughout the year. Increasingly we are forced to consider purchasing valuable archival material. To this end a small, one time acquisitions fund was provided to us; however, this should be built in as part of our regular annual budget.

As the following divisional reports attest it has been a productive year for acquisitions despite our relatively passive acquisitions activity. In government records we continue to receive more material outside the records management program than through it. This is expected to change as the program gains acceptance within government. The Archives continues to make representations respecting our concerns about the program. Our planned review of the acquisition of municipal records has had to be postponed. The scheduling of court records has been a very positive development this year and we look forward to the orderly transfer of these valuable provincial records.

CONTROL OF HOLDINGS

Our planning meetings determined that we must develop standards to control our holdings from point of entry to their use by researchers. One challenge is to provide a common point of access to all holdings while recognizing the need for unique descriptions of the various archival media in the Archives. The development of these standards is a longterm

commitment which requires the input and support of all staff. It also requires consultation with the wider archival community as the profession itself devotes more time to this activity.

CONSERVATION

We continue to operate without professional conservation staff. A job description has been drafted for the position of paper conservator and it is hoped that approval and staffing will proceed in the new year.

PUBLIC SERVICE

As the statistics demonstrate, our facility continues to be heavily used by a broad range of researchers. Providing reference service at various locations throughout the building challenges us. In years past there were seasonal variations in researcher use of our facility but now there is more even use throughout the year. This does not provide us with enough time to properly process our increasing acquisitions.

Our meeting facilities are available for use by historical, cultural and community groups. Our extended hours allowed groups to use the premises on more than 250 times throughout the year. Members of the public also visited a number of exhibits this year, most of which were prepared by outside groups as time did not permit the development of our own major displays.

STAFF AND ARCHIVAL ASSISTANCE

The section on staff activities details our commitment to archival and professional groups closely related to our mandate. This interchange is necessary so that we remain aware of what is happening around us. At the same time we have a commitment to share our expertise and knowledge with others. A lecture series, developed out of our planning meetings, gave us an opportunity to hear speakers on a number of topics relevant to our work.

The position of Senior Manuscript Archivist was advertised in the fall. Mrs. Lois Kernaghan was selected to fill the position and she will take up her duties in January.

ADMINISTRATION

I want to take this opportunity to thank the Board of Trustees and all our

staff for their support throughout the year. We are indeed fortunate to have such a committed staff and clearly our accomplishments are the direct result of their efforts. Our planning exercise identified many things we want to proceed with over the next years. Our experience has demonstrated that to carry out the plan requires much time, challenge and adaptation. Another point which is also evident is that we require additional resources over the next years if we are to properly fulfill our mandate.

Carman V. Carroll
Provincial Archivist

December 1987

MANUSCRIPT DIVISION

Allan C. Dunlop, Wendy L. Thorpe, Julie Morris, Barry Cahill

The most significant happening in the Manuscript Division in 1987 was the filling of the position of Senior Manuscript Archivist. With this position staffed and with the knowledge gained from our planning process, we can now begin to assess and redefine the functions of the Division to ensure our staff and resources are employed to their maximum efficiency.

The installation of additional shelving has relieved some of the pressure on the Manuscript Division vaults. However, by 1992 at the latest, all existing shelving will have been used.

There are at least six individuals now generating finding aids, content reports and responses to written queries. However, there is no full-time secretarial support for this Division. The result is a backlog of handwritten finding aids.

Principal Accessions—1987

MG 1—Papers of Families and Individuals

Annand, Rev. Joseph. Presbyterian missionary to the New Hebrides. Two diaries and one notebook, 1866–1915. (Vols. 2658–2659; 20 cm.)

Baker Family. Papers of Charles Baker Sr., of Amherst, and his decendants; also related families: Barron, Elderkin, Hodgson, and Kerr. Correspondence, indentures, financial papers, legal documents, 1770s–1890s. (Vols. 2761–2766; 60 cm.)

Blakeley, Dr. Phyllis Ruth. This collection consists of some 31m. of records collected over forty years of archival work and research. Preliminary content reports exist for the entire collection and work is proceeding on both file summaries and card entries for our card files. Most of the preliminary work was carried out by Mr. Tom Henderson, a P.E.P. employee.

Cuthbertson, Brian Craig Uniacke (b. 1936). Research papers underlying Dr. Cuthbertson's *The First Bishop: A Biography of Bishop Charles Inglis* (Halifax, 1987); also Uniacke, Delesdernier and Odevaine family papers, 1760s–1985. (Vols. 2703–2709; 83 cm.)

Duncanson Collection. Correspondence and research notes for J.V. Duncanson's book on Newport Township, 1985–1986. (Vols. 2653–2658; 1.2m.)

Eas(s)on-Hoyt. Papers of John Eason (d. 1795) of Annapolis Royal and his descendants, 1734–1933. (Vol. 2166; 10 cm.)

Ells, Margaret Elizabeth (Mrs. Ralph Russell). Dissertation and research papers concerning the history of Nova Scotia in the late eighteenth and early nineteenth century, 1909–1986. (Miss Ells was a member of the staff of the Public Archives of Nova Scotia from 1932 to 1945.) (Vols. 2676, 2678–2680; 66 cm.)

Lotz, Jim. Correspondence, manuscripts, research notes, financial records and miscellaneous items of the Halifax author and journalist, 1970s and 1980s. (Vols. 2723 to 2756; 4m.)

MacLean/Fisher Papers. Material regarding the ancestors and descendants of John Angus Kirk MacLean and his wife, Ella Bertha Fisher, of Newtown, Guysborough Co., and Okanagan Co., Washington, 1890–1969. (Vol. 2164; 30 cm.)

Moody Family. Original papers of James Moody of Weymouth, Yarmouth Co., Loyalist (1745–1809), and his descendants. (Vol. 2684; 10 cm.)

Myatt, Rev. Wilfrid E. (b. 1900). Rev. Myatt's dissertation on the poet Oliver Goldsmith (1794–1861) and related papers, 1942–1985. (Vol. 2167; 10 cm.)

Sinclair, J.W. (J.W. Carmichael & Co. Ltd., New Glasgow). Letter press copybook, 1886–1887; perpetual transfer ledger, c. 1899–1912. (Vol. 2163; 23 cm., and MG 3, Vol. 2313; 10 cm.)

Vaughan, Charles A. Scrapbooks depicting the career of the former mayor of Halifax, and civic politics, 1957–1966. (Vols. 2696–2700; 1.2m.)

Wiswell Diaries. Diaries of Arthur Blanchard Wiswell, Halifax businessman (1863–1950). He was involved in various institutions and societies and his diaries reflect life in Halifax, 1881–1886; 1882–1909; and 1918. (Vol. 1498 #(A) and (B); 10 cm.)

MG 2—Political Papers

Coates, Hon. Robert. (M.P.—Cumberland-Colchester). Constituency files, 1984 and 1985. (Vols. 1367–1376 and Vols. 1458–1477; 2.8m.) Restricted Access for 30 years.

Comeau, Benoit (b. 1916). Political papers of former MLA and cabinet minister in the Liberal government of Premier Gerald Regan, 1970–1975. (Vols. 1454–1457; 92 cm.)

New Democratic Party. Research materials and general office files from Alexa McDonough's office, 1968–1985. (Vols. 1377–1453; 17 m.) Restricted Access.

MG 3—Business Records

Acadian Bus Lines (Halifax). Bulletins, calendars, minutes, financial data, reports, scrapbooks, photos, 1938–1984. (Vols. 6131–6148; 2.8 m.)

Black, William & Rufus. Journals and ledgers of the Amherst and Pugwash merchants, c. 1822–1879. (Vol. 6108; 23 cm.)

DeWolf Real Estate (Services) Limited. Records of the firm established by the Halifax realtor and appraiser J.G. ("Gerry") DeWolf and purchased in 1975 by Sidney J. Langmaid. 1956–1985. (Vols. 6110–6129; 4.1 m.)

MG 4—Church and Community Records

Church of Scotland (Scotland). Indexes to parish registers—births and marriages, 1553–1854 (incomplete). Microfiche, 277 cards.

Dargie's Funeral Home (Annapolis Royal). Funeral records and ledgers, 1925–1981. (Vol. 342; 15 cm.)

Vital Statistics. Compilations by Dr. Allan Marble from various sources. Individuals of Scottish origin. (Vol. 308A; 10 cm.)

MG 7—Ships and Shipping

Collins, William Miles. Diaries, accounts of ships, letters, etc., 1880–1911. (Vols. 121–122; 35 cm.)

Pictou Shipping Lists. Transcript of Pictou shipping news from the *Eastern Chronicle*, 1873–1878 and 1883. (Vol. 123, #101; 222 pages.)

MG 20—Societies and Organizations

Ashburn Golf Club (Halifax). Correspondence, reports, plans, working papers, slides, negatives, 1967–1983. (Vols. 1828–1831; 40 cm.) Restricted Access.

Association of Outdoor Nova Scotians. Files, correspondence, newsletters, brochures, financial data, miscellaneous, 1978–1982. (Vols. 1832–1834; 30 cm.)

Association of Psychologists of Nova Scotia. Executive papers and files, 1981–1985. (Vols. 1855–1858; 40 cm.) Restricted Access.

Atlantic Provinces Library Association. Membership directories, correspondence, minutes, committee reports, miscellaneous, 1976–1985. (Vols. 1834–1835; 30 cm.)

Canadian Federation of University Women (Halifax Branch). Minutes, newsletters, membership lists, reports, financial material, miscellaneous, 1971–1987. (Vols. 1866–1867; 20 cm.)

Dance Nova Scotia. Scrapbooks, news clippings, programs regarding dance performances and musicals, 1923–1987. (Vol. 1870; 20 cm.)

Gilbert and Sullivan Society of Nova Scotia. By-laws, journals, newsletters, programs, clippings, photo album, 1978–1986. (Vols. 1853–1854; 27 cm.)

Gyro Club (Halifax). Club newsletters, the "Gyrofax", 1941–1957. (Vols. 1863–1864; 20 cm.)

Imperial Order, Daughters of the Empire (I.O.D.E.) Good Hope Chapter, Halifax. Minute books, treasurer's accounts, scrapbooks, charter, 1946 and 1974–1986. (Vol. 1852; 18 cm.)

Local Council of Women (Halifax). Scrapbook, minutes, correspondence, notes, yearbooks, 1927–1984. (Vol. 1848; 10 cm.)

Multicultural Association of Nova Scotia. Minutes, correspondence, miscellaneous administrative files, 1975–1982. (Vols. 1881–1887; 70 cm.)

Nova Dance Theatre (Halifax). Minutes, financial data, files, correspondence, clippings, posters, 1980–1987. (Vols. 1839–1846; 1.8 m.)

Nova Scotia Home Economics Association. Annual reports, membership lists, financial records, conference kits and papers, newsletters, photos, miscellaneous, 1982–1987. (Vol. 1877; 10 cm.)

Nova Scotia Society of Occupational Therapists. Minutes, correspondence, annual reports, membership lists, submissions, clippings, newsletters, journals, scrapbooks, photographs, and miscellaneous items, 1950–1982. (Vols. 1872–1876; 50 cm.)

Rotary Club of Halifax. Minutes, correspondence, scrapbooks, financial records, newsletters, periodicals, photographs, artifacts and miscellaneous. (Uncatalogued; 6 m.)

United Empire Loyalist Bicentennial Association of Nova Scotia. Administrative files, minutes, miscellaneous items, 1982–1983. (Uncatalogued; 40 cm.)

University Skating Club (Halifax). Minutes, correspondence, constitution, membership lists, financial data, miscellaneous items, 1970–1987. (Vol. 1851; 15 cm.) Restricted Access until 1997.

Women's Information, Resource, and Referral Service. Brochures, correspondence, files, briefs, booklets, 1983–1986. (Vols. 1825–1827; 30 cm.) Restricted Access.

Women's Institutes of Nova Scotia. Minute books of the Portaupique, Colchester Co., Institute, 1925–1986. (Vols. 1861–1862; 22 cm.)

MG 29—Nickerson Collection (Sons of Temperance)

Beaconsfield Divison #433, Sons of Temperance, Sable River. Minute books, financial data, miscellaneous items, 1903–1953. (Vol. 70; 30 cm.)

Principal Finding Aids Prepared

Brown, Richard (1805–1882). Personal papers of the author and geologist, with much comment on coal mining and contemporary events in mid and late 19th Century Cape Breton. (Vols. 151–159A; Individual documents listed.)

Crawley, Edmund A. (1884–1977). Personal papers, diaries and research notes of the civil engineer, 1820s–1970s. (A document-by-document listing of Vols. 2623 and 2624).

DesBarres, Joseph Frederick Wallet. Papers of the Halifax-Amherst law firm of Messrs. Johnston, Bliss & Stewart, attorneys to the executor of the estate of J.F.W. DesBarres, 1823–1858. Rearranged to the item or file level and calendared. (Vol. 1539; 23 cm.)

Doyle, James C. (b. (?)–1874). Personal letters of the Halifax reporter and printer that reflect business, political and social affairs in the mid and late 19th Century. (Vol. 1730; Documents listed individually.)

Duncanson, John V. Correspondence and research notes for book on Newport Township, 1985–1986. (Vols. 2653–2658; file by file listing.)

George, Sir Rupert. Records and papers of Captain Sir Rupert George, Bart., R.N. (1749–1823) and members of his family. Rearranged to the item or file level; calendaring in progress, 1778–1865. (Vols. 2160–2162; 56 cm.)

Letson, E.M. Correspondence and research notes (1960s–1980s) on families in Port Medway. (Vols. 2633–2634; listed by file.)

Lotz, Jim (Author). Personal papers, correspondence, research notes, clippings and drafts of articles and books, 1970s and 1980s. (Vols. 2723 to 2756; listed by file.)

McDonald, Hon. James (1828–1912). Personal papers of the Pictou County M.L.A. (Vol. 1732; listed by individual document.)

MG 2

Coates, Hon. Robert. (M.P. Cumberland-Colchester). Constituency files, 1984 and 1985. (Vols. 1367–1376, and 1458–1477. File by file listing.) Restricted Access.

New Democratic Party. Research materials and general office files, 1968–1985. (Vols. 1377–1453; File by file listing.) Restricted Access.

MG 3—Thematic Guide to Businesses

This finding aid is a computer generated thematic guide to business records. Entries are from Business Papers (MG 3); Papers of Individuals and Families (MG 1); Miscellaneous Collection (MG 100) and microfilm. The information assembled in the computer will be manipulated to form an index and to serve as a basis for future content reports. Ultimately, content reports of the collection will accurately describe the holdings to file unit or item level. They will be filed alphabetically by the business title/merchant's name with an index listing businesses by place, name and type of business. It is also intended to develop a glossary of terms for both types of businesses and business records. To date a preliminary draft has been prepared. Editing, updating and correcting are now underway.

MG 20

Canadian Canoe Association (N.S. Branch). Administrative files, 1969–1985. (Vols. 1761 to 1791; listed by file.)

Maritime Commercial Travellers' Association. Miscellaneous correspondence, membership records, financial material. (Vols. 1565–1576; some items listed individually, and others by file only.)

Nova Scotia Designer Crafts Council. Administrative records, 1980–1984. (Vols. 1644–1654 and 1700–1712; listed by file only.)

United Way of Halifax-Dartmouth. Mainly bound volumes of minutes and scrapbooks, 1921–1983. (Vols. 1713–1748; listed by individual item.)

Special Projects

Masonic Collection. Arrangement and Description Programme. (Margaret McBride, Archival Assistant.) This six-month project concluded on 31 March 1987. The records of Nova Scotia Freemasons Home (MG 20, Volumes 2800–2807); of the Grand Chapter, Royal Arch Masons (MG 20, Volumes 2900–2913); and of individual chapters, Royal Arch Masons of Nova Scotia (MG 20, Volumes 2914–2950)—were organized, and finding aids prepared. The records of Scottish Rite Masons in Nova Scotia (MG 20, Volumes 2400s), (1.4 m) underwent a preliminary organization.

Duckworth, Muriel. Arrangement and Description Programme. A detailed finding aid for the Muriel Duckworth Papers (MG 1, Vols. 2900–2944) was prepared by Rosemary Barbour through funds from the Canadian Council of Archives Arrangement and Description Backlog Reduction Programme. The finding aid for this 25 m. collection is presently being typed.

Nova Scotia Historical Review (Barry Cahill, Managing Editor) Volume 7, Number 1 was published a month early, in May, to coincide with the meeting of the Anglican Diocesan Synod in Halifax. The theme of the issue was once again religion, this time focusing on the bicentenary of the consecration of Charles Inglis as the first colonial bishop in the Church of England. Publication of Volume 7, Number 2 was delayed until January 1988 due to circumstances beyond the editors' control. The theme of the issue is women's studies, and it features a bibliography of the published writings of the late Dr. Phyllis R. Blakeley, Provincial Archivist Emeritus of Nova Scotia. **The Review** has had to cancel its High School Essay Competition due to lack of interest among potential contributors. As non-renewals are to a degree being offset by new subscriptions, the projected figure for 1987—excluding the 150 subscriptions purchased annually by the Department of Education—is 600.

MICROFILM
Philip L. Hartling

The Archives microfilming programme dates from the 1950s. Papers of families and individuals and records of various religious denominations, businesses, communities, and organizations are borrowed for filming on a regular basis. In addition to material which is borrowed, the Archives also films in-house collections which are deteriorating from age and/or frequent handling. During 1987, Mrs. Linda Cookson filmed 117 rolls and Ms. Lorraine Hobbs filmed 65 rolls of 35mm. microfilm (see appendix "A" for microfilm statistics). Ms. Hobbs filmed newspapers and was required to spend considerable time breaking bindings and repairing deteriorating newspapers because the Archives no longer has a bookbinder on staff.

PANS requested microfilms through the National Archives of Canada's Diffusion Programme. This list was submitted in January but the microfilms have not been received. On 5 November, we were informed that the programme was experiencing delays but the microfilms should soon be duplicated for the Public Archives of Nova Scotia. They will include Colonial Office Papers (C.O. 219, 220, 226); War Office Papers (W.O. 12 and 17); Admiralty Dispatches, passenger lists for

Halifax and North Sydney, 1908–1919; Lord Dalhousie's Papers; DesBarres's Papers, and shipping registers for the ports of Yarmouth, Annapolis Royal, Barrington Passage, Truro, Liverpool, Weymouth, Windsor and Pictou.

In 1987, the Archives purchased two Bell and Howell 35mm. microfilm readers and four microfilm storage cabinets. A new Minolta RP 507 printout machine has been leased and 11"x17" printouts can be made. Only 8½"x11" copies could be made on the other printout machine so it is understandable why the new machine has proven to be extremely popular with the Archives' patrons!

Four microfilm storage cabinets (two for newspapers and two for manuscripts) must be purchased in 1988 or the Archives will not be able to accommodate the expanding collections of newspapers and manuscripts. Halifax County Registry of Deeds Office is currently microfilming its holdings of deeds. If the Archives acquires duplicate copies of these microfilms, many additional cabinets must be purchased. Nine of the twenty-nine 35mm. readers date from the 1940s to the 1960s. Patrons complain if they are required to use them because microfilms are impossible or difficult, at best, to read on these readers. They should be replaced with new readers.

A number of microforms were donated to the Archives in 1987. Dr. Brian Cuthbertson donated one microfilm of Charles Inglis' correspondence); 1758–1798 (Micro: Biography: Inglis, Charles: Correspondence); Mr. James Boyd DeWolfe gave a microfilm entitled "The DeWolf Family Outline—An Update" (Micro: Biography: DeWolf Family: Genealogy); the North British Society donated 277 microfiche of indices to Scotland's Church of Scotland baptisms and marriages, 1553–1854 (Microfiche: Churches: Scotland: Church of Scotland), and the National Archives of Canada sent eight microfiche of its 1985–86 acquisitions (Microfiche: Miscellaneous: Public Archives of Canada: Acquisitions 1985–86). The estate of Dr. Phyllis R. Blakeley gave a microfilm of Viscount Charles Wood's Papers which include letters from Samuel Cunard, 1849–1851 (Micro: Biography: Wood, Charles: Correspondence).

The Archives also purchased microfilms this year. Thirty rolls of Sir Guy Carleton's Papers, 1777–1783 (essential for the study of the American Revolution) (Micro: Biography: Carleton, Sir Guy: Carleton Papers) were purchased from University Microfilms International, Ann Arbor, Michigan.

One roll of Prince Edward Island's Church of Scotland records, 1853–1900 (Micro: Churches: Prince Edward Island: Church of Scotland) was purchased from the Public Archives of Prince Edward Island. A microfilm of the Rev. John Geddie's diaries, 1848–1857 (Micro: Biography: Geddie, Rev. John: Diaries) was purchased from the Pacific Manuscript Bureau, Canberra, Australia.

The largest collections which were catalogued by the Microfilm Archivist are 277 microfiche of the Church of Scotland baptisms and marriages indices (Scotland); thirty rolls of Sir Guy Carleton's Papers; twelve rolls of University of King's College material—minutes of the Board of Governors, matricula, etc., 1787–1981 (Micro: Miscellaneous: King's College); five rolls of St. Andrew's—Wesley United Church records, Springhill, 1874–1985 ((Micro: Churches: Springhill; St. Andrew's—Wesley United); five rolls of United Memorial United Church records, Halifax, 1890–1986 (Micro: Churches: Halifax: United Memorial United Church); four rolls of St. George and St. Andrew's United Church records, Annapolis Royal, 1834–1984 (Micro: Churches: Annapolis Royal: St. George and St. Andrew's United); three rolls of Immanuel United Church records, Amherst, 1912–1986 (Micro: Churches: Amherst: Immanuel United); and three rolls of St. Stephen's Anglican Church records, Chester, 1814–1987 (Micro: Churches: Chester: St. Stephen's Anglican: Reels 2–4).

Eight thousand twenty-eight dollars ($8,028) were realized through the sale of microfilms to other institutions and individuals. The Microfilm Archivist answered 157 letters, most of which were genealogical in nature or dealt with the microfilm collection. The Archives received sixty-nine requests from other institutions for inter-institutional loans. The Archives, however, does not lend material. One hundred and forty-nine requests were sent to other institutions from which microfilms and books were borrowed for Archives' patrons.

APPENDIX "A"

Microfilms of manuscripts and public records catalogued by the Microfilm Archivist during the year ending 31 December 1987.

	16mm/35mm Positives		Microfiche		16mm/35mm Negatives	
	1987	1986	1987	1986	1987	1986
Biography	39	31	—	16	4	10
Churches	31	22	277	—	30	22
Miscellaneous	18	112	8	27	18	6
Places	2	39	—	—	2	36
Manuscript Groups/Record Groups	18	420	—	—	18	420
TOTAL:	108	624	285	43	72	494

GENEALOGY

Julie Morris

Despite assistance through a summer tourism/genealogy team and assistance from other staff members in-coming written genealogical queries experienced a delay of six weeks before a response could be prepared. At present the planning process is examining our procedures for responding to all written queries. The results of this review should ensure a speedier and more consistent response to all such enquiries.

Committee for Part-Time Evening and Weekend Staff

In the past Julie Morris (Genealogical Archivist) and Wendy Thorpe (Public Records Archivist) managed the part-time evening and weekend staff. This task became cumbersome with the constant changing of the staff, rescheduling and continuous training. A committee of four archivists has been created to examine and deal with these difficulties and investigate means to improve supervisory operations. The committee is chaired by Garry Shutlak (Map Archivist) and includes Wendy Duff (Librarian), Julie Morris, and Wendy Thorpe.

One programme created by the committee provided a method for better supervision by documenting the students' progress and activities through the duty archivist completing a staff report for each shift. The reports are examined and the students are interviewed to review their work experience and training progress. Another effort of the committee to provide improved reference control on evenings and weekends was to increase the visibility of the duty archivist and research tools. Daytime

researchers are also pleased with this new physical arrangement and more frequent use of the finding aids testifies to the success of this relocation of resources.

Genealogical Institute of the Maritimes

In four years of operations the Genealogical Institute of the Maritimes (G.I.M.) processed 50 preliminary applications for genealogical certification. The location of the applicants by province is as follows: Nova Scotia 44%; New Brunswick 24%; Prince Edward Island 16%; Newfoundland and Labrador 6%; and all other locations 10%. In 1988, through the Council of Maritime Premiers, the G.I.M. will publish a genealogical handbook for the Maritimes similar to the New England handbook produced in 1985. Julie Morris represents the PANS on the board and is also its Treasurer.

PUBLICATIONS

Julie Morris contributed to several publications printed in 1987. The publication of the Council of Nova Scotia Archives' subject headings authority, *Nova Scotia Subject Headings Authority*, marked the completion of a two year project creating a standard for the subject indexing of archival materials.

The second edition of *Tracing Your Ancestors in Nova Scotia*, published in 1981, was out of print early in 1987. A revised and updated 3rd edition is now available for purchase at $3.00 per copy.

The first of nineteen Nova Scotia genealogical source booklets (18 Counties and Halifax City) has been prepared and is now in use. Each source booklet will list major sources available to genealogists at PANS. They will provide easy and direct access to our holdings and answer the constant demand for the same type of information required for research in each area of the province.

SPECIAL PROJECTS

Tourism Project at PANS (P.E.P.)

In 1987 the Nova Scotia Department of Tourism received federal assistance through the "Heritage '87" programme to promote Nova Scotia tourism using a local theme. With the 1987 Gathering of the Clans, Tourism featured this event as a major attraction for visitors to Nova

Scotia and included genealogy as part of the promotion. A direct result of this promotion was Tourism's sponsorship and assistance to the Archives in obtaining a Provincial Employment Programme (P.E.P.) project from the Department of Development. The project employed four students to assist staff in dealing with the influx of summer visitors to PANS. The Archives had an information desk on the first floor with a student to answer inquiries and to survey visitors. The other students responded to reference inquiries at the second and third floor desks. The students rotated their duties in each position and assisted visitors with their genealogical research. In addition, Tourism supplied reference materials to assist them in answering queries about events, travel and accommodations.

The students surveyed 1,346 visitors during the months of June, July, and August. The largest group of researchers was the genealogist (58.9%). For the place of residence the statistics split equally into three major places: Nova Scotia, the rest of Canada, and the United States. The largest group of Americans were from New England (43.8%). A significant number were first time users (49%) which meant that the students had a very important role to play in assisting these visitors.

The students also asked visitors how they had learned about the Archives. Word of mouth was the most common response (75.4%). Most visitors stayed at hotels, motels, and inns (54.8%); travelled in the province using their own vehicle (66.6%); visited the Halifax-Metro Area for a couple of days (52.1%), and remained in the province for a week or more (71.8%). Most travelled alone or with one other person (86.0%). Each researcher was surveyed only once, but by using the statistics calculated from the security desk registration book we determined there were 4,676 repeat visits. During these three months the Archives averaged 65 visitors a day, seven days a week, totalling 6,033 visits. With these research visits varying from one half hour to eight or nine hours, it is clear that the promotion had an impact and that the assistance of the students was an important ingredient in our ability to offer services to our summer visitors.

The visitors commented favourably upon the reception they received at the information desk as well as the research assistance from the two reference areas on the second and third floors. The full-time staff greatly appreciated the students because they enabled the staff to spend more time interviewing researchers and directing their research inquiries. The compilations of the survey assisted us in identifying our major researchers and, with further analysis, how and what these genealogists contribute to the tourist industry. We hope that the students will be available to us next summer.

ARTIFACTS AND EXHIBITIONS

Darlene Brine

In 1987, 22 persons researched items from the artifacts collection and there were approximately 20 telephone inquiries. As the Archives rarely accepts artifacts, there were no new acquisitions in 1987.

One of our artifacts, a twenty-shilling note (AG 141.3) designed and executed by David Henderson was the topic of an article by Sheldon MacDonald in *The Occasional*, Nova Scotia Museum, Vol. 10, No. 2, 1986.

Another of our artifacts, a shoe buckle (AG 261.61) found on Sable Island, was examined by Parks Canada. The buckle was dated to c. 1730. It is of cast brass and was cast to imitate more expensive buckles. The Nova Scotia Museum is interested in borrowing it for an upcoming exhibition.

Our oldest document, a grant by Thomas Brun to Adam Son of Jordan of land in Witewellerode, dated 1240, (MG 100, Vol. 38, No. 48) was returned to us after having been on loan to the Norman MacKenzie Art Gallery, University of Regina, Regina, Saskatchewan for the travelling exhibition entitled *Canada Collects the Middle Ages*.

LIST OF EXHIBITS—1987

CHASE ROOM

The Prat Exhibition
— October 28, 1986 to March 31, 1987.

Jewish Historical Society
— April to August 1987. Prepared by the Society.

Sea Coasts of Nova Scotia
— October to December 31, 1987. Guest Curator, Walter Morrison.

LOBBY

Halifax Ladies College
— January 1, 1987 to March 31, 1987. Guest Curator, Margaret Martin of the College.

First Impressions, Early Printing in N.S.
— August 24, 1987 to September 4, 1987.

Halifax Explosion
— November 25, 1987 to December 31, 1987.

3rd FLOOR

Universalist Church
— April–July 20, 1987. Guest Curator, Heather Watts.

Bishop Charles Inglis
— July 20 to December 31, 1987.

PUBLIC RECORDS

Sandra Haycock, Wendy L. Thorpe, Barry Cahill, John MacLeod

Concern about the relationship of the Archives to the Provincial Records Management program continues. While 1987 saw more departments forwarding material to the Archives through the Records Management system most acquisitions continued to be arranged without reference to the scheduling process.

The disposition of backlogged departmental material at the records center remains a matter of concern—a concern heightened by the planned move of the records center. The extent of this material is enormous. The material considered to be of permanent value for administrative purposes alone amounts to nearly 6,000 boxes. For the purpose of comparison the recently acquired shelving for the fourth floor of the Archives would hold only 3,400 of these boxes.

The following examples illustrate the difficulties faced by the Archives in preserving the records of government.

Much valuable material is housed in the municipal offices, courthouses and other departmental facilities outside of Halifax. The Archives was fortunate to acquire about 35 meters of material, dating from 1810 to c. 1950, from the old Pictou County Municipal Building. The unfortunate part of this acquisition is that the records were about to be disposed of and only a timely tip alerted the Archives to their existence. Closer examination revealed that many of the records were from the Court of Quarter Sessions and the Inferior Court of Common Pleas—material which had been ordered by the legislature to be deposited in the Archives. Clearly there is little awareness of what types of material fall under the definition of public records.

The Department of Municipal Affairs has provided an example of a records management program that, for the most part, works well. As in all departments the records schedules divide material by subjects and not by functional groups. The effect of this is to create categories such as Departments of Government; Committees; Reports; Studies; Programs; etc. While such a system may be useful to the department it poses a number of problems for the Archives. The records of the entire department are mixed together. The correspondence of the Minister, the managers and the clerical staff are filed together. In archival terms provenance is lost as a means of selection of material.

An illustration is provided by the records of the Planning Act Review Committee. The review of the Planning Act was a major effort of the Department and involved activity in all divisions of the Department. For the past three years the Archives has received material scheduled under the Committee category relating to this body. Each year the material has been retained as it appears to be of lasting value. This year the acquisition appears to have come from senior levels of the Community Planning Division. This new material, from a policy making level, redefines what was deemed to be of lasting value. If the existence of this material had been known in the beginning, lower level material would not have been collected, described and processed. This type of problem is compounded by the reluctance of many to put active materials into the registry system.

A third difficulty is the reluctance of departments to integrate the Archives into their approach to records. Two agencies with material extending back to their creation recently approached the Archives about their material. While this is positive their attitude displayed a different view of the role of the Archives. Both suggested that the Archives might want material which they no longer needed. They however would prune their files to retain material they deemed to be of permanent value or microfilm what was perceived to be important. These agencies did not view the Archives as a repository for materials of lasting value but as a cheaper alternative to the shredder. To be fair to the departments concerned the Archives itself must do much work to establish its image with departments of government.

A happier story regarding court documents provides a challenge for next year. One Friday in September 50 transfer boxes of Supreme and County court records arrived from the Law Courts in Halifax. The material dates from the 1960s and arrived in order and listed. The challenge to the Archives will be to develop criteria for selecting which cases should be retained and consequently which should be destroyed. This will be the first time that the Archives has been given the opportunity to select from the complete court record. Previous court record acquisitions have tended to have been based on what little remained of the original documentation. Chief Justice Lorne O. Clarke, a member of PANS Board of Trustees, has been active in supporting the Archives in its efforts to collect court records.

ACCESSIONS

RG 3—Executive Council

1986 Orders-in-Council. (30cm.)

RG 5—House of Assembly

1985–1986. Sessional material including bills, tabled material, etc. (4m.)

RG 10—Attorney General

Material relating to *Last Tango in Paris* Case, other cases, and matters relating to corrections and police forces, c. 1970–c. 1980. (3m.)

RG 10—Attorney General's Office (N.S.)

Miscellaneous regulations under various acts, 1971 to 1974. (30cm.) Restricted Access.

RG 13—Customs Papers

Customs Papers, Guysborough (Grant Collection). Cargo declarations, inward and outward, seaman's articles, shipping returns. (Vol. 45, #43–54; 20 cm.)

RG 14—Education and Schools

Armbrae Academy (Halifax Ladies' College). Brochures, newspaper extracts, programmes, school books, scrapbooks, miscellaneous, photos. (Series B, Vol. 13, and Photo Dept.)

RG 14 Series R1—School registers.

Annapolis District School Board; Antigonish District School Board; Colchester-East Hants District School Board; Conseil Scolaire Clare-Argyle School Board; Cumberland District School Board; Dartmouth District School Board; Digby District School Board; Guysborough County District School Board; Halifax County-Bedford District School Board; Hants West District School Board; Inverness District School Board; Lunenburg County, District School Board; Pictou District School Board; Queens District School Board; Shelburne County District School Board, 1890s–1980s. (20m.)

RG 20—Lands and Forests.

Material collected covering most aspects of the department's operations, c. 1920–1950. (40m.)

RG 23—Municipal Affairs.

Material related to Community Planning, c. 1980–1986. (3m.)

RG 23—Municipal Affairs.

Assessment rolls, province of Nova Scotia, 1987. (600 microfiche—Vol. 599.)

RG 23—Municipal Affairs.

Municipal Development Plans, land use by-laws, subdivision regulations (outdated), 1950–1986. (75cm.)

RG 25—Public Health; Hospitals

I.W.K. Hospital (Halifax): Hospital Committee minutes, medical staff and departmental minutes, files regarding the opening of the new building, c. 1915–1970. (40cm.)

RG 25—Health

Miscellaneous departmental files and published material, 1967–1982. (Vols. 600–604, and Library; 1m.) Restricted Access.

RG 35-102—City of Halifax

Series 1. City Council—Committee of the Whole Records, 1968 and 1974–1985. (3.6m.)

Series 37. Recreation Department. Minutes, 1967–1969, 1977, 1980–1986. (13cm.)

***RG 38 and RG 39—Court Records (Halifax Co.)**

Series "J". Record books from the Sheriff's Office, County of Halifax, c. 1871–1963. Originating notices, writs issued, process books, foreclosures. (4.2m.)

RG 39—Supreme Court (Pictou).

Actually material from a number of courts and the municipality, c. 1810–1950. (35m.)

RG 39—Supreme Court (Halifax).

Cases files from the Supreme Court, c. 1960–1970. (20m.)

RG 44—Royal Commissions.

Material related to the Minister's Task Force on Hazardous Wastes, 1986. (30cm.)

RG 57—Culture, Recreation and Fitness.

Administrative files, c. 1985–1986. (Vols. 622–625; 62 cm.) Restricted Access.

RG 59—Housing.

Minutes of the Executive Committee and the Board of Commissioners, 1976. (Vol. 607, 7.5m.) Restricted Access.

RG 73—Registry of Joint Stock Companies (N.S.).

Ledgers, regarding incorporation of companies, etc., 1900–1975. (3m.)

RG 74—N.S. Commission on Drug Dependency.

Administrative files, 1961–1984. (Vol. 1; 10cm.) Restricted Access.

RG 75—Correction Services (Dept. of Attorney-General).

Minutes and miscellaneous administrative files, 1976–1983. (1m.) Restricted Access.

*Material acquired outside of the Records Management Program.

Statistics: Projected 1987 total of school record inquiries answered: 505.

ARRANGEMENT AND DESCRIPTION PROJECTS (A & D)

Supreme Court Records (N.S. Counties)

The Arrangement and Description project involving the organization and listing of Supreme Court records of various Nova Scotia counties by Tim Sanford, which began in October 1986, was terminated in March 1987. In all, some 26 meters of material, involving thousands of court cases from the counties of Cape Breton, Colchester, and Kings, were prepared for listing. The completed listings were entered into the micro-computer, which generated various indexes (by names, date, volume number, etc.) that could be made available to researchers. The collection is of particular interest as Nova Scotia was the first English colony to initiate the full court structure. With the growing interest in legal research, plus the detailed local information found in the records, the collection and its finding aid will prove very useful.

City of Halifax Engineering & Works Dept. Records

On 25 May 1987 Alan Cash commenced work on the selection, arrangement, and description of 110 meters of records of the Halifax City Engineering and Works Department. These consisted mainly of project files (streets and subjects) from the 1960s to the 1980s, and the City had provided a file listing as a guide. On the basis of this list, and in examining the material, project supervisors Sandra Haycock and Wendy L. Thorpe formulated a list of selection criteria so that the material could be weeded out and only files deemed to be of historic value kept by PANS. As most of the files were routine maintenance records or duplicated material staff were able to reduce the collection to be retained to 10 meters or approximately 10 per cent of the total. By early October the reboxing and listing of the files had been completed and a typist, Tim Sanford, was hired to type the final finding aid. The result was a 90 page guide containing a history of the Department of Engineering and Works as well as a listing of files by titles, with inclusive dates and a brief description of file contents. This project is the first of its kind ever undertaken by the Public Archives of Nova Scotia and is intended as a model or prototype for future arrangements with other civic departments and municipalities.

LIBRARY

Wendy Duff

This year, the library staff concentrated on rationalizing our collection of duplicates. A survey of our duplicate holdings established that over the years we had accumulated too many copies of certain government publications (as many as 30 copies in some cases). We listed our duplicate copies of the *Journals of the Nova Scotia House of Assembly*, the *Debates of the Nova Scotia House of Assembly* and *Nova Scotia Laws*, and offered them free to other libraries and museums. Extra copies, not requested by any library, were recycled. Through this project, we freed up space (280 shelves) and provided other institutions with much needed material. We transferred 28 boxes of publications to the Nova Scotia Museum of Industry, 15 boxes to the University College of Cape Breton, 11 boxes to Louisbourg Archives and 10 to the Université Sainte-Anne.

Unfortunately, this year the government turned down our P.E.P. application for a thorough cleaning and shelf reading of our holdings. It has been over four years since the last cleaning and shelf reading; consequently, the books are extremely dirty and some are out of order. The demands of the public make it impossible for the library staff to undertake this time consuming task. The books have already begun to deteriorate because of this lack of care. The library needs the expertise of a conservator or bookbinder to conserve and mend the bindings of our material.

This year, the library's major acquisition was from Mrs. Evelyn Fergusson, who donated Dr. Bruce Fergusson's collection of Nova Scotiana. The collection consists of 383 books and 22 periodicals.

We had three students complete their work experience requirements in the library this year. Flora Lee and Linda Burnett, from the Dalhousie University School of Library and Information Studies, catalogued and served on the reference desk. Anne Wood, a student from the Y.M.C.A. re-entry program, typed cards and finding aids, kardexed periodicals, and filed cards.

Statistics

Acquisitions	1987	1986
Monographs	1,259	1,412
Periodicals	1,447	2,068
Vertical Files	195	108
Annuals	519	301
Microfilms	10	86
Microfiches	126	88
Town Council Minutes	102	147
	3,658	4,210
Items Catalogued	1,484	1,519
Volumes bound	0	90

NOVA SCOTIA NEWSPAPER NETWORK

The Nova Scotia Newspaper Network held its founding meeting on April 3, 1987 at the Public Archives of Nova Scotia. This network, comprised of nine newspaper repositories across the province, promotes the collection, preservation, and access of Nova Scotia newspapers. As our library has the most comprehensive collection of Nova Scotia newspapers in the province, the staff has taken an active role in organizing the network with Wendy Duff chairing the network, and Anjali Vohra as secretary.

NEWSPAPER SPECIALIST
Anjali Vohra

This year the newspaper division continued to concentrate its efforts on collections that were loaned for microfilming. The major collections filmed during the year were the Bridgetown *Monitor* (1962–1986); the *Parrsboro Record* (1929–1968); and the *Springhill Record* (1929–1939); the Musquodoboit Harbour *Eastern Shore Weekly* (1983–1986); and the Truro *Weekly Record* (1984–1986). In addition, we purchased positive microfilm copies of the Antigonish *Casket* (1910, 1915, 1981–1986) from Saint Francis Xavier University.

Now in progress is the filming of the *Truro Daily News* (1960–1975) and the *Truro Weekly News* (1960–1975). The two collections were loaned to us through the courtesy of the Colchester-East Hants Regional Library and will complete our holdings, in microform, of these two newspapers. Also in progress is the filming of the *Parrsboro Record* and the *Springhill Record* which began in 1986.

This year the newspaper division, through the cooperation of the Yarmouth County Museum, began a project to fill the major gaps in our holdings of the *Yarmouth Herald*. To date years 1916–1921, 1927 and 1930 have been borrowed from the museum and microfilmed.

One person was employed for the summer through the Provincial Employment Programme to prepare the *Truro Daily News* and the *Truro Weekly News* for microfilming. The two collections, covering the years 1960–1975, were organized, repaired and kardexed.

The Halifax Herald Publishing Ltd. generously donated microfilm copies of the *Chronicle-Herald* and the *Mail-Star* for the year 1987.

STATISTICS FOR 1987

Newspapers received:*

	NEW	TOTAL
Weekly	4	33
Daily	0	7
Bi-Monthly	0	2
Fortnightly/Semi-Monthly	2	10
Monthly	4	20
Quarterly	2	4
Others	3	4
TOTAL:	15	80

Microfilms received

	TOTAL
1. Purchases and exchanges	107
2. Microfilmed in-house	79
3. Total microfilm received between December 8, 1986– November 18, 1987	186

* We do not receive all newspapers in original form. Some papers are purchased at the end of the year on microfilm; others come in throughout the year on microfilm. These microfilms are included in Purchases and Exchanges.

PHOTOGRAPHS AND DOCUMENTARY ART

Margaret Campbell

The main focus of activity in the Photograph/Documentary Art Division during the past year has been arrangement and description. The Photograph/Documentary Art Archivist gave a presentation on the subject to the Nova Scotia Council of Archives and prepared several photograph finding aids using the procedures outlined in the presentation. There were several important acquisitions representing the major surviving collections of the work of Nova Scotia political cartoonist Robert Chambers and Nova Scotian photographers W.R. MacAskill and Robert Norwood. An inventory of the MacAskill negatives was undertaken through a grant from the Canadian Council of Archives Arrangement and Description Program.

The main problem facing the Division, as stated in the last four annual reports, is the acute shortage of staff. The results can be seen in a growing backlog of photographs waiting to be accessioned, deteriorating nitrate negatives and prints in need of copying, photos left in poor quality enclosures because of lack of time to transfer them to archival envelopes, the dependence of cataloguing upon short-term projects with consequent drain upon staff time to train new employees, the constant worry that outside project funding can be cut back or eliminated at any time, and a backlog of over 2,500 photo catalogue entries waiting to be typed. All of this points to the need for a permanent cataloguer and a photo technician. At a minimum, a cataloguer shared with the Map/Architecture Archivist would enable the Photograph/Documentary Art Archivist to provide control and basic access for a rapidly increasing backlog of inaccessible holdings, in a Division whose annual rate of acquisition has increased nearly tenfold in as many years.

ACCESSION STATISTICS

	1977	1981	1984	1987
Photographs	2,280	3,300	30,200	18,000
Paintings, drawings, prints	30	1	27	3,220
Postcards	50	450	60	60
Posters	5	25	25	25
TOTAL:	2,365	3,776	30,312	21,305

PRINCIPAL ACCESSIONS

Annand, Roberta E.—Accession 1987—138
Original pencil and pen over pencil drawings by Roberta Annand, dated 1982, of historic churches, homesteads, barns, lumber mills and other buildings in the Musquodoboit Valley area, published in her book, *Memories: Musquodoboit Valley, Nova Scotia* (1987); 160 items.

Chambers, Robert—Accession no. 1987—137
Original pen over pencil political cartoons by internationally recognized Nova Scotian cartoonist Bob Chambers (b. Wolfville, 1905). The cartoons, dating from 1962 to 1975, were virtually all published in the Halifax *Chronicle-Herald* and *Mail-Star*. Chambers' cartoons were syndicated three times weekly in up to forty-two newspapers across Canada. Subjects include Canadian politics, elections, scandals, economic issues and the economic tribulations of Chambers' "little man"; Nova Scotian, American and international politics; religion; and the human condition in general.

Chambers estimates his output at about 20,000 cartoons. One hundred and twelve have been acquired by the new Museum of Caricature at Ottawa; other than those at PANS the remainder have been scattered, many given by Chambers to the subjects of his cartoons. This acquisition therefore forms the major archival record of one of Canada's foremost twentieth century political cartoonists; 3,054 items.

Cohen, Nathaniel—Accession no. 1987–457
Black and white negatives by part-time professional photographer Nathaniel Cohen (b. England, 1926) of Halifax-Dartmouth, N.S., 1967–1975, with emphasis on streetscapes, buildings and building sites, including a number taken as unofficial photographer for L.E. Shaw, and Moirs Ltd.; 1,712 items.

Creaser, Florence—Accession no. 1987—479
Postcards of Nova Scotian scenes, 1907–1914, collected by Florence Creaser, most of which were sent to her at Riverport and Pentz, Lunenburg Co., N.S., where she taught school; 60 items.

Eastern Steel and Coal Co.—Accession no. 1987—458
Glass plate negatives of railway cars and machinery produced and used by the Eastern Car Co., Trenton, N.S., some of which were published in the 1913 prospectus of the Eastern Steel and Coal Co.; 25 items, purchase.

MacAskill, Wallace R.—Accession no. 1987—453
Original black and white negatives by renowned Nova Scotian marine photographer W.R. MacAskill (1888–1956). Subjects include Grand Banks fishing schooners (*Delawana, Bluenose, Columbia*) racing during International Fishermen's Races, 1920–1938; boating and other scenes on the North West Arm, Halifax; views of Nova Scotia coastal communities such as Peggy's Cove, Prospect, Chester and Sandford; Cape Breton land and seascapes including Ingonish, Margaree, Inverness and Whycogomagh; scenes from the Annapolis Valley; Fort Anne and the Habitation at Annapolis Royal; Cunard steamships *Queen Mary, Queen Elizabeth* and *Aquitania;* Newfoundland and the Gaspé region; Angus Walters and the crew of schooner *Bluenose*; W.R. MacAskill and his wife Elva; Solomon Morash, model maker; and Albert Crooks, the subject of such well-known MacAskill photographs as "Saga of the Sea"; c. 1916–c. 1947. Other than MacAskill's commercial portraiture, this acquisition is the major surviving record of his work. 4,956 negatives, 2,347 prints, of which possibly 244 date from MacAskill's lifetime.

Norwood, Robert—Accession no. 1987—481
Negatives, 1930s–1979, by Nova Scotian professional photographer Robert Norwood (1905–1985), who apprenticed with noted photographer Edward Steichen in New York in the 1920s. The Public Archives purchased a selection of Norwood's work in 1982; with this donation we have acquired virtually all his surviving negatives. 3,500 items, mainly black and white; also a small file of documents pertaining to his filmmaking and photography careers. The Archives mounted an exhibition of his work in 1985 under the title, *Robert Norwood's Nova Scotia*.

Finding Aids

Inventories were prepared for several small-to-medium sized photo collections, using a standard format based on library cataloguing rules and the recently developed format for PANS manuscript catalogue cards. Photocopies of the photographs are included in each inventory binder.

In the past, cataloguing projects have concentrated on subject indexing of individual photographs; however, given our limited resources, it has proved unduly time-consuming to create, type, photocopy and file multiple catalogue sheets on individual images. Computerization and a permanent cataloguer will be required to make continued subject indexing at the item level practical. In the meantime, collection-level inventories and group cataloguing reflecting the main subjects of a collection will have to suffice.

Special Project

The Photograph Division applied for and received a grant of $24,175.00 under the Canadian Council of Archives Arrangement and Description Program to catalogue the W.R. MacAskill negatives. Two employees were hired with the funds provided, Margaret McBride as archival assistant on May 25 and Shigeko Osumi as typist on August 31. By the end of November the negatives had been arranged and stored, basic research completed and 2,000 images inventoried. Both employees are doing excellent work on the project, which will run until May 7, 1988, by which time the inventory should be completed.

The Archives' matching contribution will consist of staff supervisory time, purchase of an existing preliminary listing of the collection, a second-hand memory typewriter and archival envelopes and storage boxes, and printing the negatives in our in-house photo lab.

PROVINCIAL EMPLOYMENT PROGRAM

An application was made for a project to print a selection and prepare an inventory of the recently acquired but not yet accessioned 100,000 negatives from the MacKenzie Studios, New Glasgow. However only one employee was allotted and the funds had to be used for the photo technician's salary, therefore the inventory could not be undertaken.

PHOTO LAB

The photo lab continues to operate two and one-half days a week except during the fourteen week summer P.E.P. when it operated five days a week. During the year the photo technician, Anne Masterson, made reference prints for 1,421 MacAskill negatives and 753 negatives from other collections, copied 60 negatives and 90 prints borrowed from the public and produced 20 publicity photos for the Prat Exhibition. She also filled 105 orders for photographic reproductions, making approximately 150 copy negatives and 300 copy prints.

The major photo lab project for 1987–88 will be printing the MacAskill negatives, in order to fulfill our obligations under the Arrangement and Description grant. The program to make archival film positives of deteriorating nitrate negatives, begun in 1986, will therefore have to be postponed until the MacAskill negatives have been printed. This is regrettable from the conservation point of view, as many of our nitrate negatives, including a number by MacAskill, have begun to visibly deteriorate and the remainder can begin to deteriorate at any time.

As pointed out in last year's report, the Public Archives cannot do reasonable justice to preserving our photo heritage with a part-time photo lab. Furthermore, the current photo technician will be leaving October 1988 and seeking full-time employment. It will be extremely difficult to replace her. It should also be noted that she uses her own copy camera, which will have to be replaced when she leaves. All of this points to the need to purchase our currently rented equipment and hire a full-time photo technician.

In the interim the photo technician's summer salary should be funded from the Archives budget rather than the P.E.P. program. The latter was cut severely this year with the result that there was no P.E.P. summer photograph cataloguer. If the cuts continue, relying upon the P.E.P. to support the photo lab will effectively bar this department from access to a summer cataloguer under the program.

PUBLIC SERVICE STATISTICS

The staff answered over 500 phone enquiries and 100 letters, gave 15 tours of the photo collection to school groups, assisted 640 researchers who viewed 9,400 items and arranged for 90 public reproduction orders to be sent to Castle-Beveridge Photographic Services.

MAP COLLECTION

Garry D. Shutlak

As in past years it must again be stated that there is a serious need for an archival assistant or cataloguer for the Map/Architecture department. With every year the burden of acquisition, accessioning, arrangement, repair, cleaning and cataloguing becomes more difficult. It becomes a choice between fulfilling your duties as a keeper of the record and your obligations to the public, with public service winning out to the detriment of the collection.

A second problem facing the M/A department which is beginning to cause concern is space. Most available space in the Map department has been used up with the acquisition of collections and map cases.

In the new budget year, we hope to acquire through lease or purchase an engineering copier, an ideal machine for copying larger than normal maps, plans, manuscripts, newspapers or photographs whether the originals are rigid or opaque backed. This would give us the capacity of copying items up to 36 inches wide previously sent to commercial

firms for reproduction. There would be a threefold benefit, first originals will no longer leave the premises, time loss will be reduced through eliminating order forms and the crating or unpacking of material. Lastly the costs of copying material will be reduced to the public.

MAJOR ACQUISITIONS

In the map area Professor Ivan Blake has donated to the Public Archives, a Gerald Mercator (1512–1594) map of North America and the Atlantic Coast. This donation of a noted cartographer's work greatly enhances the prestige of the collection and the institution. We also purchased two fire insurance plans of the town of New Glasgow, 1931 and 1947 filling a forty (40) year gap in our record of this town.

In the area of architecture we have acquired two significant collections during the year. The first from the firm of Keith L. Graham and Associates which covers several changes in name and partners over a twenty-five (25) year period. The second is from R.M. Peck, a primarily Wolfville architect and a one man operation, and includes examples of his work as a student at McGill in the mid-thirties to commissions in the late seventies. Both collections include all kinds of public, institutional, educational, residential and private buildings, however, Mr. Graham's firm worked throughout the Atlantic Provinces and Mr. Peck mainly in Nova Scotia.

We have also received a further consignment of drawings from L.R. Fairn & Associates, Jon Murray and a small miscellaneous architectural collection from A.F. Duffus. In total, we acquired approximately 25,000 sheets of drawings during the past year.

SPECIAL PROJECTS

During the year the Map/Architecture department took part in the Academic Internship program of the Canadian Council of Archives.

In late April, Mr. Andrew Geider arrived from the Masters in Archival Studies Program, University of British Columbia for a sixteen (16) week practicum. During his stay, he was introduced to all the problems found in archives for he not only worked in the Map department but was seconded for three days or a week to the Film/Sound, Photograph/ Documentary Art, Library and Manuscript departments. In the M/A department, he worked on the McKean archives, a collection of architectural and engineering drawings from the offices of Adam McKean (1822–

1910) and Melville McKean (1851–1933). He was required to sort, clean, repair and encapsulate, when necessary, drawings in the collection. After performing the above duties he accessioned and catalogued the material. Since much of it was not dated, it required reference to their business ledgers, secondary historical sources and references, photographs and maps, and watermarks on the paper.

In early May, the Engineering and Works Department, City of Halifax supplied us with Mr. Bruce Cochran, an experienced architectural and engineering draughtsman, as a cataloguer. During his sixteen (16) weeks he catalogued, flattened, cleaned, repaired and refiled approximately one thousand items in the collection. He and Mr. Geider were sadly missed in the department when they left in mid-August.

One of the most rewarding events of the year was assisting Walter K. Morrison, Cartographer Emeritus, N.S. College of Geographic Sciences in exhibiting and displaying "The Sea Coasts of Nova Scotia from the pages of Books I and II of J.F.W. DesBarres, ATLANTIC NEPTUNE". First shown at the McDonald Museum in Middleton, an enlarged version of the exhibit opened in September in the Chase Room, Public Archives of Nova Scotia.

STATISTICS

		1987	1986
Maps	day	4,217	4,300
	night	530	593
	TOTAL:	4,747	4,893
Architectural plans	day	3,920	2,000
	night	331	120
	TOTAL:	4,251	2,120
Maps & Plans	TOTAL:	8,998	7,013
Telephone Inquiries		631	671
Correspondence		168	130
Tours		11	27
Researchers		1,144	1,024
Staff Changes		NIL	NIL

FILM and SOUND DEPARTMENT

JoAnn Watson

The Film and Sound Department has experienced a year of substantial growth. Accessions are up 20 per cent and the number of researchers visiting the facility has increased approximately 79 per cent from last year. Research requests in the department have increased 75 per cent in audio, and 94 per cent in film. Video screenings have declined 20 per cent. Requests for copies of material in our collection have increased over 122 per cent in audio and 100 per cent in video.

The Film and Sound staff has remained as it was last year at this time, with two permanent employees, Jo Ann Watson and Christine Callaghan, and two term employees, Sharon Sutherland and Clary Croft.

In the past year efforts were made to ensure that donated and deposited material in the collection is covered by agreement. In some cases this meant rewriting agreements to clearly state termination dates and ownership. Problems in developing agreements with certain parties arise because of the nature of the material and its intended use; such complications necessitate the seeking of legal advice. This is a time-consuming process, and about 40 per cent of the material has been reviewed.

The Film and Sound Department received its computer hardware during the summer of 1987. A software package, "Nutshell", had been decided upon. Coincidentally, around the time that the hardware was delivered, it was discovered that the distributors of the chosen software package could no longer be contacted. This did not auger well for the project which the Film and Sound Department was about to embark upon, as support and updates for the software would no longer be available. At this point it was decided not to use "Nutshell" for entering the records of the Film and Sound Department, but to begin, once again, to investigate appropriate software packages. At the present time, "TestMagic" has been loaded for experimental purposes. It is hoped that a decision can be made on whether or not to implement "InMagic" software within the near future.

The computer situation in the Film and Sound Department is a source of some frustration. As the collection grows and public awareness of the resources within the collection increases, demands on the staff increase as well. Access to the collection is limited to finding aids and content reports. Subject analysis and cross-index research will not be

possible until records are added to the data base. In order to facilitate the thorough examination of the "InMagic" software, the Film and Sound Archivist feels it is imperative to reserve time exclusively for this research. This is difficult in view of other demands arising from the administration of the department and staff. However, it is in the best interests of the department, and therefore must be followed through.

As a consequence of increased activity within the department, it has become necessary to reassess archival processing procedures. Demands on staff time arising from growing collections and researchers eager to access these collections have caused Film and Sound staff to reappraise current methods of content description. It has been decided that content analysis currently in practice is too detailed, and that "synopsis" description will be implemented in its place. It is anticipated that this will significantly reduce processing time.

In conclusion, the staff of the Film and Sound Department are attempting to develop the means to deal with the demands of a growing collection and its attendant developing research use. Rigorous attention to detail when accepting donations or deposits, establishing standard collection processing guidelines, and diminishing descriptive analysis are all means of accomplishing that goal. In addition, however, consideration should be given to the addition of a clerical position within the department. At the present time, half of the Film and Sound Archives Assistant's time is spent on clerical duties. This obviously has a detrimental effect on the efficient processing of archival collections. These clerical duties will increase when the computer is operational and the archival records are being loaded on a regular basis. The Archival Assistant position has a professional classification. It seems impractical to increase the clerical load while the archival duties are growing in tandem with researcher use.

PRINCIPAL ACQUISITIONS

Sound (Broadcast)	**Items**	**Duration**
CBC Radio	424	270 hours
Radio Canada	38	38: 30
Sound (Oral History)		
Cape Breton's Magazine Collection (1200' ¼" audiotapes)	126	ca. 127 hours
Halifax Explosion Memorial Bells Committee (cassettes and transcripts)	30	ca. 60 hours

Lena Ferguson Collection (1200' ¼" audiotapes)	58	ca. 58 hours
Fred Redden Collection (1200' ¼" audiotapes)	4	2 hours
Royal Canadian Legion Diamond Jubilee (audiocassettes)	83	ca. 83 hours
Public Archives of Nova Scotia Collection (Creighton Interviews) (audiocassette and transcript)	2	ca. 2 hours
Film (Broadcast)		
CBHT Collection	432	142 hours

Film (Independent Collection)	**Items**	**Duration**
Alexander Leighton Collection	72 cans	?
Red Snapper Collection	39 cans	?
John Brett Collection	23 cans	?
	29 audiotapes	?
Chuck Clark Collection	5 cans	?

SPECIAL PROJECTS

CBC PROJECT (1987–1988)

The Film and Sound Department has received further funding from the National Archives of Canada to "select, preserve, catalogue, and make available for research a combined total of 1,000 hours of regional CBC radio and television programming". This year the funding amounted to $20,000.00. This has enabled the Department to retain Sharon Sutherland until March 1988. The Public Archives of Nova Scotia is grateful to the National Archives of Canada for its continued financial support.

Through this project we are able to process CBC material on a priority basis without monopolizing the time of permanent staff. To date, Sharon has processed approximately 542 broadcast hours of material, which by our calculations amounts to approximately 1,435 hours of processing time. Programs dealt with include: "Gazette", "Fisherman's Log", "Land and Sea", "Here Today", "A Way Out", "Music East", "Afternoon Show" as well as miscellaneous material from both Radio and Television.

CBC RADIO SERIES PROJECT

In an effort to better document the CBC Radio Collection, the "Series Project" was instigated. This project was designed to place the Radio series in our collection in their proper chronological perspective. In addition to this, further programming details were sought, i.e. type of programme, intended audience, duration of series, programme continues..., programme continued by..., etc. Since we had acquired no paper documentation which would furnish such details, we approached John MacEwan, retired Director of Radio at CBC. Mr. MacEwan's long career at CBC—combined with copious notes and an excellent memory—were an invaluable aid to the Film and Sound Department. He enthusiastically provided the sort of information we required, along with many interesting anecdotes. The next stage of the project will be to follow the progression of CBC Series through the various listening guides published by the CBC. Thus a concise history of local CBC Radio programming, in proper perspective, will be available to researchers.

FRED REDDEN PROJECT

During the summer of 1987 it was brought to our attention that a resident of Middle Musquodoboit, Fred Redden, had a sizeable repertoire of traditional folksongs. Mr. Redden had been a reliable informant of Dr. Helen Creighton's during her years of active collecting, and had recorded approximately 20–25 songs for her.

We applied for and received a $1,000.00 grant from the Nova Scotia Department of Culture, Recreation and Fitness to fund the audio recording of Mr. Redden's repertoire. During 13 sessions between May 17 and August 30, Jamie Moreira, Kathryn Belzer, and Norman Carver conducted oral history interviews in addition to recording the folksongs. This collection of material is valuable for a number of reasons. It enables the researcher to compare the Redden Folksongs recorded by Dr. Creighton in the 1950s to those recorded 30 years later in 1987. Research is now possible into the impact time has had on Mr. Redden's lyrics, melodies, delivery, etc. This project has recorded 45 folksongs, 20–25 more than Dr. Creighton recorded. Thus, traditional folksongs have been preserved for future generations.

ORAL HISTORY COURSE (LS722)

The Film and Sound Department participated in this half-credit course sponsored by Dalhousie and Mount Saint Vincent Universities. The ob-

ject of the course was to "utilize an interdisciplinary approach to the theories and techniques of oral history collection, analysis and publication". The Film and Sound Department offered a tour of its facilities to course participants, a discussion of our mandate and procedures, as well as offering an archival perspective on the preservation of oral history. Each participant conducted an oral history project for the course, all of which were deposited in the Film and Sound Department.

NOVA SCOTIA FILMOGRAPHY

This project has been on hold throughout this reporting period while funding is being sought. Efforts have been made to locate sources of funding which would enable us to wrap up the research phase and load the data into the computer. At the present time, investigations into further funding continue.

VOLUNTEER WORKER

In the fall of this year Stephen Cooke, a Journalism student at the University of King's College, approached the Provincial Archivist, wishing to do volunteer work in the Film and Sound Department. Stephen is currently involved in accumulating archival material from the CKDU Radio Station (program studies, tapes designated for donation to the Archives).

DR. HELEN CREIGHTON COLLECTION, ARRANGEMENT AND DESCRIPTION PROJECT

This 18 month project is now in its final stages. Since the preliminary listing and inventory was completed in 1986, work on the arrangement segment of the Dr. Helen Creighton Collection began in 1987. The size and extent of Dr. Creighton's collection has proved to be far greater than first anticipated—it is now believed to be the largest individual folklore collection by an Anglo-Canadian. A parallel bonus of Dr. Creighton's folklore collection is the value presented as a social history, giving insights into the life and the career of a woman active in artistic and community affairs from 1899 to the present.

The arrangement and description of approximately 2,500 separate still images is complete, including an indepth finding aid. Two-thirds of the 600 audiotapes have detailed content reports completed. Included in the manuscript material is over 3,000 separate correspondent files, diaries, field journals, research notes, clippings, scrapbooks, business

papers, book galleys and manuscripts, over 5,000 file cards and numerous research files. In addition, the collection holds original graphite discs, films, a library of approximately 2,500 volumes, and original wax cylinder recordings from ca. 1932. The Public Archives of Nova Scotia was fortunate in acquiring the assistance of the audio-restoration division of the National Museum of Civilization, whose audio technicians were able to transfer the information recorded on wax cylinder to ¼ inch audio tape. This made the identification of further field recordings made by Dr. Creighton possible.

Dr. Creighton's valuable assistance in the identification and description of her work cannot be overemphasized. While it is true that it took longer to assemble and arrange the collection than originally anticipated, the opportunity to glean additional insights and identification from the collection was impossible to pass up.

Access to the Creighton Collection is restricted during the Arrangement and Description project. However, during 1987, numerous requests for access have been dealt with. A writer is assembling an anthology of Creighton work to be published in the spring; oral historians and university classes have benefited from access to primary source material; and a local musical arranger received a Canada Council grant to score arrangements for Symphony Nova Scotia. Local print media and both ATV and CBC have produced material relating to Dr. Creighton and her collection, and CBC's National is at present producing a feature documentary on Dr. Creighton's influence on Maritime folklore and culture.

The Public Archives of Nova Scotia is indeed fortunate to have one of the world's most cited folklore collections, and to have the opportunity of working with the progenitor in its arrangement and description.

CAPE BRETON'S MAGAZINE PROJECT

This summer the Film and Sound Department received funding through the Nova Scotia Department of Development's Provincial Employment Program to hire a researcher to work on the Cape Breton's Magazine Collection. Cape Breton's Magazine has been published for the past 15 years, producing 45 editions. The Public Archives of Nova Scotia Collection includes the complete print collection, as well as approximately 544 hours of taped oral history interviews which form the basis of the magazine's text.

The scope of this project included dubbing the backlog of approximately 127 hours of cassette masters to the ¼" preservation format of audiotape, as well as providing content reports and subject access to the dubbed material. In addition, the entire print collection was subject indexed. The Nova Scotia Subject Headings Authority was used in the subject analysis of both the print and sound collections.

The P.E.P. project was a great success. Due to diligent work on the part of the researcher, Allen Robertson, the entire collection is now preserved on ¼" audiotape. Data on the entire sound collection has been entered into the Film and Sound computer, and a list has been generated alphabetically by informant's name. The next phase of work on the Cape Breton's Magazine Collection will be to enter particulars on the print collection into the computer and to cross reference the two collections, in order to generate a comprehensive finding aid.

This project enabled the Public Archives of Nova Scotia to make preservation copies of valuable oral history interviews, and to provide improved access to a valuable collection. Without the financial assistance from the Department of Development, a project of this nature would not have been possible.

PRODUCTION USE

During the reporting period, requests for production use of material from the Film and Sound Department came from points as distant as Los Angeles, New York, Calgary, and Toronto, as well as from local and regional producers. Approximately 30 of these requests were filled.

One highlight was the extensive use made of the Helen Creighton collection by composer/arranger Scott MacMillan, in preparation for the November 20th Symphony Nova Scotia concert tribute to Dr. Creighton and her life's work. An upcoming "Nature of Things" program, based on Farley Mowat's "Sea of Slaughter", will include film footage from the collection of the Film and Sound Department. The producer is Nova Scotia filmmaker John Brett. The career of pioneer Maritime filmmaker Margaret Perry is recalled in a soon-to-be-released production by NFB Atlantic. Most of the original Margaret Perry footage used in this project was provided by Film and Sound. The growth of the Nova Scotia College of Art and Design has been traced by Picture Plant, a Halifax based film company, in a feature which is scheduled for completion by February 1988. CBC Atlantic will air a one-hour version, and plans are being made for eventual wider distribution of a 90-minute cut. Extensive use was

made of archival footage from the Film and Sound collection in this production.

Shots of the Film and Sound Department itself will be included in a half-hour feature documentary, currently in production, about Helen Creighton's influence on Maritime folklore and culture. Producer Janet Smith, of CBC Ottawa, carried out considerable research on the Creighton collection at the Film and Sound Department before shooting began. The project will be completed sometime in the spring of 1988.

Broadcast uses of material from the Film and Sound Collection during the reporting period included a documentary about Africville, by George Jordan, which aired on CBC's Maritime Magazine in September, and a feature about the history of the Cabot Trail produced by Greg Boone, of ATV Sydney, in August.

A recording of Edward VIII's Abdication speech, filled with all the crackle and static of the original 1936 radio broadcast, played a key role in a production of the "The Corpse", which ran at the King's Playhouse Theatre in Georgetown, P.E.I., this past summer. The tape was provided by the Film and Sound Department.

EQUIPMENT ACQUISITIONS

Three major pieces of equipment have been acquired by the Film and Sound Department during the past year. For just the cost of shipping, we obtained from the National Archives a two-plate Steenbeck film editing machine. This has been installed and is now in use in the Department, and enables work to proceed on two film collections at the same time.

A viewing system for regular 8mm. and Super 8mm. film was custom designed for the Film and Sound Department, and purchased for less than $3,000.00.

The Department obtained an Ampex Tape Recorder which had outlived its usefulness at CBC. It is intended that this equipment will be used in an ongoing audiotape rewind program, (a practice recommended as a conservation measure in the preservation and storage of audiotape). However, until the machine is properly adjusted, the rewind program will have to remain on hold.

The most noteworthy acquisition this year has been a computer system, the components of which are a Compaq Deskpro 286, a Tatung

1222 monitor, and a Fastape 60 back-up unit. The system has been installed and is currently being used to test various software packages.

The film-cleaning machine, received from CBC late in 1986, awaits the installation of an eyewash station (yet to come from CBC) and the approval of the Department of Health that provisions for proper ventilation are adequate. It is hoped that this equipment will be operational soon.

MOTION PICTURE HERITAGE FUND OF NOVA SCOTIA (MPHFNS)

The Motion Picture Heritage Fund of Nova Scotia is in its 3rd year of existence. Committee members include: Gordon Parsons, (Wormwood's Cinema), Chair; JoAnn Watson, Film and Sound Archivist (PANS), Secretary/Treasurer; Carman V. Carroll, (Public Archives of Nova Scotia); Doug Kirby, (CBC); Bernie Hart, (Nova Scotia Department of Education, Media Services); Ned Norwood, (Nova Scotia Department of Government Services, Information Division, Film Unit); Gary Swim, (Atlantic Filmmakers Cooperative); Barry Burley, (Atlantic Independent Film and Video Association); Elizabeth Clarke, (National Film Board); Bob Kroll, (Needhamgate Productions). Committee meetings were held once a month at the Public Archives of Nova Scotia.

This year a benefit screening of Denys Arcand's film "Decline of the American Empire" was held on February 8th at the Rebecca Cohn Auditorium. The event was a great success, and revenues amounted to $2,300.00.

A $7,500.00 grant was awarded to the Motion Picture Heritage Fund of Nova Scotia, representing the financial commitment of the Nova Scotia Department of Culture, Recreation and Fitness for 1987–1988. These funds will enable MPHFNS to pursue its stated objective to acquire and preserve film and videotape material relevant to the heritage of Nova Scotia.

During this past year the Motion Picture Heritage Fund applied for tax-exempt status as a registered charity under paragraph 149(1) (F) of the Income Tax Act. Notification of qualification arrived in July.

During this past year the Committee has initiated a number of projects which were designed to augment the moving image collection at the Public Archives of Nova Scotia.

1) Contact has been made with the Library of Congress and Mystic Seaport Museum, to determine whether any moving images in their respective collections have Nova Scotian significance. Positive responses have come from both institutions, and efforts are being made to acquire duplicate copies.

2) A term position has been posted for a researcher to investigate the 1913 film "Evangeline", and the company responsible for its production, Canadian Bioscope Company. It is hoped that a result of this project will be the accumulation of data from disparate repositories, with the consequent elimination of some of the gaps which presently exist in our knowledge of Nova Scotia's cinematographic history.

3) The Motion Picture Heritage Fund of Nova Scotia hopes to launch another research project, along the lines of "Evangeline", to investigate the Canadian Motion Picture Company.

4) A technician will be hired in a term position to clean and repair material acquired from the Nova Scotia Department of Government Services, Information Division, Film Unit.

5) The Parents' Guide to Children's Television will proceed.

6) The Motion Picture Heritage Fund will acquire for the Film and Sound collection preservation prints by selected Nova Scotian producers.

CONSERVATION PROJECTS

During 1987 the following film collections were transferred to ¾" videotape (in order to preserve the originals, as well as to make the material more easily accessible to researchers):

Edward A. Bollinger
Carroll Burton Feindel
William T. Gray
Wallace MacAskill
N.S. Department of Mines (in part)
Millicent Rice

1987 STATISTICS

Acquisitions

Number of Accessions (30 Nov. 1987)		71
Discs		206
Audiotapes		1,451
Videotapes		59
Film		592
Photographs		ca. 2,500
Wax cylinders		4
Index cards		ca. 5,000
Books		ca. 2,500
Manuscript material		ca. 21 metres

Use Statistics

Researchers		434
Requests Filled	Audio	246
	Video	53
	Film	359
	Miscellaneous	420
Requests Unfilled		48
Copies of Material Made	Audio	20
	Video	16
	Xerox	84

Audio visual equipment was supplied for events in the Akins Room.

STAFF ACTIVITIES

Carman V. Carroll, Provincial Archivist, now serves as Past President of the Halifax Chapter of the Association of Records Managers and Administrators (ARMA). He was elected a director of the Heritage Trust of Nova Scotia and continues on the Board of Governors, Nova Scotia Museum. He is a member of the Association of Canadian Archivists' Strategic Planning Committee as well as the Program Committee of the International Council on Archives for its 1992 meeting in Montreal.

Mr. Carroll presented a seminar on archival arrangement to the Council of Nova Scotia Archives and the Council of Archives New Brunswick. He also gave two presentations to the genealogical tourism seminar in Truro in April. Talks on the Archives were given to the St. Mary's Historical Society, North Cumberland Historical Society, the Hector

Centre and the Dalhousie University Library School. He also attended the annual meetings of the Dominion, Provincial and Territorial Archivists and the Association of Canadian Archivists as well as the two meetings of the Council of Nova Scotia Archives.

Mr. Carroll chaired a small group of Nova Scotian archivists who evaluated for publication the draft *Manual for Small Archives* prepared by the Association of British Columbia Archivists. Representations were made to the Department of Education respecting the use of archives by those using the new Maritimes social studies textbook introduced into Grade 9 this fall.

Allan C. Dunlop, Associate Provincial Archivist continues to serve as the Nova Scotia Chairman for the American Association of State and Local History (A.A.S.L.H.) awards programme; as an executive member of the Archives committee of the Maritime Conference of the United Church of Canada and as a member of the Ad Hoc Committee on Collection and Preservation of Nova Scotia Newspapers.

In late December, Mr. Dunlop began to prepare the draft report for Nova Scotia of the Canadian Council of Archives Needs Assessment and Planning Study Common Core Elements Survey.

On 19 February he attended the Heritage Awards ceremony of the Colchester County Historical Society, Truro; on 11 March he presented to the Old Sydney Society, Sydney an A.A.S.L.H. award. On 21–22 May he attended a conference on Anglican Church history, Fredericton, N.B. Mr. Dunlop gave talks to the Canadian Ethnic Studies Association, in Halifax, 15 October and the Halifax Library Association 18 November.

Mr. Dunlop's article on Rev. Duncan Ross appears in Volume VI of the *Dictionary of Canadian Biography*. As well his book review of Margaret Conrad, *George Nowlan: Maritime Conservative in National Politics*, appeared in *Archivaria*, #24, summer, 1987.

Darlene Brine, Archival Assistant, attended the Subject Indexing Seminar (Winter) and the Arrangement and Description Seminar (Spring). Both seminars were sponsored by the Council of Nova Scotia Archives.

Barry Cahill, Manuscripts Archivist, presented a paper entitled "A Man and his Lawyer: The Friendship of J.F.W. DesBarres and Richard Gibbons" to the Royal Nova Scotia Historical Society; in March, he

attended the Anchorage Symposium, "Printing and Publishing in Atlantic Canada, 1751–1987," at Mount Allison University; in April, he presented a paper entitled "Unknown Uniacke: the Benjamin Green Affair" to the Atlantic Society for Eighteenth-Century Studies conference at University of King's College; in June he attended the Canadian Law in History conference at Carleton University; in March, his review of Neil MacKinnon, *This Unfriendly Soil: The Loyalist Experience in Nova Scotia, 1783–1791* (Kingston and Montreal, 1986) was published in *Atlantic Provinces Book Review*, Vol. 14, No. 1; in May his articles "Alexander Brymer," "Sir Andrew Snape Hamond" and "Charles Hill" were published in *Dictionary of Canadian Biography*, Volume VI; in September, his paper "James Monk's 'Observations on the Courts of Law in Nova Scotia', 1775" was published in *University of New Brunswick Law Journal*, Volume 36; in October, he presented a paper entitled "New England Planters at the Public Archives of Nova Scotia" to the Symposium on Planter History at Acadia University.

Mr. Cahill is a councillor on the executive of the Royal Nova Scotia Historical Society.

Christine Callaghan, Film and Sound Archival Assistant, attended the Council of Nova Scotia Archives' spring conference and annual general meeting in Halifax, in 26–27 March.

In April Christine Callaghan attended St. John's Ambulance Standard First Aid course, and received certification.

Christine Callaghan attended screenings of film and video submissions to the annual Atlantic Festival Atlantique.

Margaret Campbell, Photograph Archivist, gave a three-hour presentation to the Nova Scotia Council of Archives, March 28, on Arrangement and Description of Photographs. Her emphasis was on applying the principle of provenance to photograph archives and preparing standard-format main entries, finding aids and individual item catalogue entries according to current archival theory and practice for arranging and describing other media such as manuscripts.

On May 2 she gave a presentation to the Costume Society of Nova Scotia on the technical history of photography, identification of processes and care and storage of photographs.

Ms. Campbell also attended the Planters Study Conference at Wolfville, October 23–24.

Wendy Duff, Librarian, and Julie Morris conducted workshops on subject indexing at: the Association of Canadian Archivists Conference in Hamilton on June 1–5; the Public Archives of Nova Scotia on June 24; in Liverpool on August 19; and Antigonish on September 2. These workshops, sponsored by the Council of Nova Scotia Archives, promoted the use of the *Nova Scotia Subject Headings Authority* and provided an opportunity for Wendy and Julie to meet archivists, museum curators, and members from historical societies across the province.

On April 30, 1987, Wendy Duff and Carman Carroll spoke to a group of history teachers from the Nova Scotia Department of Education concerning the Public Archives of Nova Scotia's role in the new Maritime Studies Program.

On June 6 and 7, Wendy Duff attended the Society of American Archivists workshop, MARC for Archives and Manuscripts held in Hamilton, Ontario. The workshop, conducted by Steven Hensen and Lisa Webber, provided hands-on experience in describing archival collections to standard MARC format.

Wendy Duff's "Bibliography of the Writings of Phyllis Ruth Blakeley" appeared in the *Nova Scotia Historical Review*, Volume 7, Number 2. She also continued to compile the Nova Scotia section of "Recent Publications Relating to the History of the Atlantic Provinces" published in *Acadiensis* in June and December.

Wendy Duff is serving as Hospitality Chairperson on a Conference Planning Committee for the 1988 Canadian Library Association Conference to be held in Halifax in June of 1988.

Since becoming chair of the Nova Scotia Newspaper network, Wendy Duff has given two talks on newspaper collecting in Nova Scotia. On May 9, 1987, she spoke to the Atlantic Community Newspaper Association in Charlottetown, P.E.I., and on November 17, 1987 she spoke to the Halifax Library Association.

Georges Dupuis, Library Assistant, was elected Treasurer for the Council of Nova Scotia Archives. He attended all the executive meetings of the Council, as well as the CNSA AGM in March 1987 and the CNSA meeting in Sydney from October 23–25, 1987.

Philip Hartling, Microfilm Archivist, continues to serve as secretary of the Anglican Diocesan Archives Committee and as the Heritage Re-

sources Chairman for Heritage Trust of Nova Scotia. He is also a member of Heritage Trust's Project Committee and Publications Committee. On 23–24 October, he attended the Planters Studies Conference which was held at Acadia University. His review of Bertha J. Campbell's "*More Than Conquerors*" *The Story of All Saints Springhill, Nova Scotia* is now in press and will appear in a future volume of the *Nova Scotia Historical Review*. During his free time, he is one of eighteen volunteer genealogists who are tracing the descendants of John Braden. This volunteer group is trying to locate a bone marrow donor for the two Frohnmayer girls who are descendants of Braden.

Sandra Haycock, Head, Public Records Division, continues as editor of the Council of Nova Scotia Archives newsletter. She attended the Council's spring meeting in Halifax and its fall meeting in Sydney. She also served on the Board of Directors of ARMA—Halifax Chapter. She began a period of maternity leave in August.

Lillian Leonard, Library Clerk, was a member of the Occupational, Health and Safety Committee for the 1987 year.

John MacLeod, Public Records Archivist, attended the Anchorage Series seminar on early printing and publishing held March 27 to March 28 at Mount Allison University. The seminar afforded an opportunity to meet with other persons working in the field.

The first edition of the *Union List of Nova Scotia Newspapers (Who has What for When and Where)* appeared in time for distribution at a meeting held to discuss the Nova Scotia Newspaper Plan and inclusion in a SSHRC proposal for a more definitive work. The preparation of this list was done on many nights and weekends using the Archives microcomputer and information gleaned from the newspaper survey financed by the National Library and undertaken by Lynn Murphy. A second edition was subsequently commissioned by the National Library for limited national distribution.

Il a assisté au premier colloque Sigogne tenu à l'Université Ste-Anne entre le 7 et 8 mai. Sigogne était le premier missionnaire français demeurant dans le sud-ouest de la Nouvelle-Ecosse après la dispersion. Cette année c'est le 200ième Anniversaire de l'ordination du Père Sigogne.

John MacLeod also travelled with the Minister's Advisory Council on Heritage Property during their tour of Lunenburg, Queens and Shelburne Counties.

From September 12 to October 12 John MacLeod was in Ottawa attending the Archives course offered by the National Archives. His visit was supported financially by the Nova Scotia Council of Archives.

Mrs. Marjorie McElmon, Administrative Assistant, continues to serve as Executive Secretary to the Board of Trustees of the Public Archives.

Ms. Francine Métivier, Secretary, coordinated the successful United Way campaign along with the Canada Savings Bonds drive in PANS this year.

Julie Morris, Genealogical Archivist, is Vice-President of the Genealogical Association of Nova Scotia and Treasurer of the Genealogical Institute of the Maritimes. She is also a member of the Subject Headings Committee with the Council of Nova Scotia Archives (CNSA).

She attended a two-day seminar in March on "Arrangement and Description of Archival Materials" sponsored by the Council of Nova Scotia Archives. She also attended the annual meeting of the Association of Canadian Archivists, 1–5 June, Hamilton, Ontario. In September the CNSA funded her participation in the four week long National Archives of Canada—English Archives Course. She attended the CNSA conference on the "History of National Resources" at Sydney, N.S. and represented PANS on the board of the Genealogical Institute of the Maritimes at Amherst in November.

In early December, she spoke at Northwood Centre, Halifax, on "Genealogical Sources at the PANS".

For the Council of N.S. Archives, Ms. Morris conducted five training workshops with Wendy Duff on the concepts and method of subject indexing archival materials using the Nova Scotia Subject Headings Authority. In June, two were presented in Hamilton at the ACA's annual meeting; one for the staff at PANS, another at Liverpool; and, finally, Antigonish. She also conducted a session on "Interpreting handwritten documents" at the December workshop for the Genealogical Association of Nova Scotia.

The latest volume published by the *Dictionary of Canadian Biography*, Vol. VI, 1821 to 1835; included an entry on Sarah Deblois (1753–1827), merchant of Halifax, written by Julie Morris and Wendy L. Thorpe.

Garry Shutlak, Maps and Architectural Plans Archivist, wrote four articles of varying lengths, the first, "Fire Insurance Plans and Their Uses" for the Nova Scotia Museum publication, *The Occasional;* and "Garden Rambles: the Jubilee Fountain", "Rambles Through the Public Gardens: The Soldier's Fountain", and "A Writer's Home: The McLennan House" for *The Friends of the Public Gardens Newsletter.* At present he is involved in a subcommittee to revise, edit and reissue *Founded Upon A Rock*, for the Heritage Trust of Nova Scotia.

He spoke in May before the Royal Nova Scotia Historical Society on "*S.S. Titanic* and the Halifax Connection" and again in October he gave a similar talk to the Dartmouth Heritage Society. In June, he also had the pleasure of speaking on this subject to one hundred and fifty pupils attending Vanier Junior High in Waverley.

In connection with the above topic, he was interviewed by Jim Lotz for the newspapers, *The Southender* and *The Westender*, by C.B.C. radio program "Mainstreet" and by both the Atlantic Television Network and the Canadian Television Network.

In conjunction with the DesBarres exhibition he was again interviewed by the Atlantic Television Network for "Live at Five".

As a member of the staff of the Public Archives of Nova Scotia, he visited Beaton Institute, Sydney October 22–24, to make a complete listing of architectural material there and to give them a listing of all our Cape Breton material. He was also able to attend the sessions of the Council of Nova Scotia Archives at the same time.

Wendy L. Thorpe, Public Records Archivist, attended two conferences in 1987: the Eighty-Second Annual Conference of the Union of Nova Scotia Municipalities held in Halifax, September 16 to 18, and later the two-day conference on the New England Planters in Maritime Canada, held at Acadia University, Wolfville from October 23 to 25.

Wendy L. Thorpe and Julie Morris had their biography of Sarah Deblois, woman merchant (1753–1827), published in Volume VI of the *Dictionary of Canadian Biography* (University of Toronto Press) in 1987.

Anjali Vohra, Newspaper Specialist, served during the year as secretary of the Nova Scotia Newspaper Network. She was also a member of the Working Group on Original Issues of Canadian Newspapers. This group will submit a report to the National Library in early 1988. On March

7, she attended the Workshop on Legal Research held at the Public Archives of Nova Scotia. She presented a paper on establishing consistency in storage, collation and microfilming methods at the meeting of the Nova Scotia Newspaper Repositories which was held at the Public Archives of Nova Scotia on April 2–3. Her review of William March, *The Red Line* will be published in a future issue of the *Nova Scotia Historical Review*.

Jo Ann Watson, Film and Sound Archivist, attended the Council of Nova Scotia Archives' spring conference and annual general meeting in Halifax, in 26–27 March. In April she attended St. John's Ambulance Standard First Aid course, and received certification.

Jo Ann Watson attended screenings of film and video submissions to the annual Atlantic Festival Atlantique. In 23–24 October, the Film and Sound Archivist attended the Council of Nova Scotia Archives' fall conference "Archives and Our Natural Resources", held in Sydney.

PUBLIC SERVICE STATISTICS

January to December		1987	1986
Researchers *(Library)*			
	Day	5,952	6,081
	Evening/Weekend	5,054	4,790
Researchers *(Manuscripts)*			
	Day	6,478	6,226
	Evening/Weekend	5,169	4,190
Researchers *(Photographs)*			
	Day	607	636
	Evening/Weekend	27	22
Researchers *(Maps)*			
	Day	1,028	971
	Evening/Weekend	80	71
Researchers *(Film/Sound)*			
	Day	421	303
	—	—	—
Books			
	Day	12,636	12,713
	Evening/Weekend	11,018	9,703
Microforms *(Library)*			
	Day	12,742	12,133
	Evening/Weekend	14,235	14,768
Newspapers *(Original)*			
	Day	2,474	2,278
	Evening/Weekend	1,088	929
Manuscripts *(Original)*			
	Day	7,580	7,215
	Evening/Weekend	6,913	6,547
Microforms *(Manuscripts)*			
	Day	11,046	8,882
	Evening/Weekend	12,892	9,316

PUBLIC SERVICE STATISTICS
(Continued)

January to December	1987	1986	
Photographs			
	Day	9,199	6,084
	Evening/Weekend	288	663
Pictures			
	Day	401	417
	Evening	0	1
Maps			
	Day	3,840	4,702
	Evening/Weekend	381	742
Architectural Plans			
	Day	3,877	2,065
	Evening/Weekend	179	276
Film/Sound			
	Day	944	416
	—	—	—
Days Open		250	250
Evenings Open		246	244
Weekends Open		46	47
Total Researchers			
	Day	14,486	14,217
	Evening/Weekend	10,330	9,073
		24,816	23,290
Total Issue of Documents			
Record and Manuscript Groups (Original)		14,493	13,762
Books		23,654	22,416
Photographs/Pictures		9,888	7,165
Maps/Architectural Plans		8,277	7,785
Microforms		50,915	45,099
Newspapers (Originals)		3,562	3,207
Film/Sound		944	416

PUBLIC SERVICE STATISTICS
(Continued)

January to December	1987	1986
Accessions	538	549
Telephone Calls (Incoming)	21,215	22,950
Correspondence	4,609	4,481
Registering at Desk	24,589	24,009
Use of Audio Visual and Boardroom (meetings)	533	359
Tours	37	61

THE PUBLIC ARCHIVES OF NOVA SCOTIA

AUDITORS' REPORT AND FINANCIAL STATEMENTS

MARCH 31, 1988

AUDITORS' REPORT

To the Board of Trustees of
The Public Archives of Nova Scotia

We have examined the statements of revenue and expense and surplus of the Public Archives of Nova Scotia for the year ended March 31, 1988. Our examination was made in accordance with generally accepted auditing standards, and accordingly included such tests and other procedures as we considered necessary in the circumstances.

In our opinion, these financial statements present fairly the revenue and expense and surplus of the Archives for the year ended March 31, 1988 in accordance with the accounting principles set out in the notes to the financial statements, applied on a basis consistent with that of the preceding year.

Chartered Accountants
Halifax, Canada
July 26, 1988

THE PUBLIC ARCHIVES OF NOVA SCOTIA
STATEMENT OF REVENUE AND EXPENSE
Year ended March 31, 1988

	1988	1987
Revenue		
Government of Nova Scotia (salaries and benefits)	$ 874,307	$ 775,049
Government of Nova Scotia (operating grant)	292,257	273,354
Government of Canada	73,530	51,970
Sales, publications, etc.	60,657	52,423
	1,300,751	1,152,796
Expenses		
Equipment	32,003	19,425
Equipment repair and maintenance	17,684	11,794
General office and administration	85,825	70,560
General operating supplies	63,442	63,164
Membership dues, fees and staff training	1,141	1,038
Miscellaneous	6,365	6,350
Other services	26,520	22,601
Other utilities	89,515	88,999
Part-time services	30,180	4,190
Professional services	6,205	1,603
Rentals	11,554	10,596
Salaries and benefits	874,307	775,049
Special pension (note 3)	8,581	7,000
Subscriptions, periodicals and books	5,923	6,756
Telecommunications	16,202	14,622
Travel	7,275	10,744
	1,282,722	1,114,391
Excess of revenue over expenses	$ 18,029	$ 38,405

THE PUBLIC ARCHIVES OF NOVA SCOTIA
(Incorporated under the laws of Nova Scotia)
STATEMENT OF SURPLUS
Year ended March 31, 1988

	1988	1987
Surplus, beginning	$168,518	$130,113
Excess of revenue over expenses	18,029	38,405
	$186,547	$168,518
Represented by:		
Cash on hand and at bank	$166,547	$168,518
Due from The Province of Nova Scotia	20,000	
	$186,547	$168,518

On behalf of the Board of Trustees
of The Public Archives of Nova Scotia

Carman V. Carroll
Provincial Archivist

Carman V. Carroll

Mrs. Marjorie McElmon
Executive Secretary

Marjorie McElmon

THE PUBLIC ARCHIVES OF NOVA SCOTIA
NOTES TO FINANCIAL STATEMENTS
March 31, 1988

1. Significant Accounting Policies

   The expenses are stated on a cash basis and therefore accrued liabilities for expenses are not recognized in these financial statements.

   Capital expenditures are charged to expense as incurred.

2. These financial statements include only the operating revenue and expenses of The Public Archives of Nova Scotia, and not those of any specific funds administered by The Public Archives of Nova Scotia.

3. During the fiscal year The Public Archives agreed to match contributions made by an employee of $8,581 to the pension plan in respect of past service.